

# **Credit River Township Board Meeting Notes**

**April 4, 2011, 6pm**

## **1 Approve or Amend Agenda**

Chairman Schommer asked if any Board member would like to add or remove anything to the Agenda. Clerk Haugh requested to add April 11, 2011 Board meeting Agenda discussion to the end of New Business.

## **2 Consent Agenda**

- 1) February 16, 2011 Board of Audit Meeting Notes
- 2) March 7, 2011 Board Meeting Notes
- 3) March 10, 2011 Board of Canvas Meeting Notes
- 4) February 2011 Treasurer Report
- 5) March 2011 Developer's Escrow Report

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. There were none. Supervisor Nilsen made a motion to approve the Consent Agenda items 1-5. Vice Chairman Lawrence offered a second, motion passed 5 – 0

## **3 Resident Open Forum**

Joe Miller with Scottview Estates explained to the Board that he is in support of the stop sign that has been removed at Overland Avenue and Heitel Way.

## **4 Old Business**

### **1) Parks/Town Hall Mowing**

The Board reviewed the 3 quotes received from Dennis Karrow, DB Services and Anderson Bobcat Services, Inc.

Supervisor Kraft made a motion to accept Dennis Karrow's quote for \$268 per mowing for mowing the Town Hall and the 4 township parks for the 2011 and 2012 mowing season. Supervisor Nilsen offered a second, motion passed 5 – 0

### **2) Territory Proposal from Tradition Development**

The Board discussed the proposal from Rob Waccholz with Traditions Development. Supervisor Kraft requested that 2 Board members review the proposal further and this item be put on the April 11, 2011 meeting Agenda. The Board will identify the 2<sup>nd</sup> Supervisor to work with Supervisor Kraft during their reorganization discussion under New Business.

### **3) Class 5 Rock Proposals**

Supervisor Nilsen reviewed the 2 quotes received from Kraemer Mining and Castle Rock. Supervisor Kraft made a motion to accept the quote of \$7.50 per ton for limestone Class 5 rock from Kraemer Mining for the 2011 rock hauling season. Vice Chairman Lawrence offered a second, motion passed 5 – 0

## **5 Road Report**

Supervisor Kraft provided a report on the sink hole and culvert repair on Lucerne Avenue and explained that the road is now open to through traffic.

Chairman Schommer explained that cones have been put out around some frost heaves on Natchez Avenue, Oak Hill Lane and 167<sup>th</sup> Street. He further reviewed the areas where junk needs to be picked up and reported on the catch basin repair on Sue Ann Lane.

Supervisor Kraft indicated that crackfilling and dustcoating quotes should be reviewed at the May Board meeting. Engineer Nelson explained that sealcoating can wait until June.

## 6 Treasurer's Report

### 1) Transfer Funds

Supervisor Kraft made a motion to transfer \$145,000 from the savings account to the checking account. Vice Chairman Lawrence offered a second, motion passed 5 – 0

### 2) Lakeview Bank CD Renewal

There is CD up for renewal on April 7, 2011. The Board decided to watch the rates and make this renewal decision at the Board meeting on April 11, 2011 as there is 10 days to renew from the due date.

## 7 New Business

### 1) CSTS and Ditch Mowing

The Board determined that they would like 2 year quotes and will review the quotes at the May Board meeting. Clerk Haugh has received quotes for ditch mowing from TJ Deutsch and Anderson Bobcat Service and will request a quote from Dale Kuchinka. She will request quotes for CSTS mowing from, Minnesota Sod, Dennis Karrow, Green Acres, The Lawn Ranger and Outdoor Concepts.

### 2) Class 5 Rock Hauling Proposals

Supervisor Nilsen will request quotes for Board review at the May Board meeting.

### 3) Road Grading Proposals

Supervisor Kraft will request quotes for Board review at the May Board meeting.

### 4) Treasurer Position

Supervisor Nilsen provided an overview of the resume review process and explained that the Finance Committee would like to preliminarily interview 12 candidates that the committee has selected. The Board discussed hiring under a Contract or as an employee. Supervisor Novak suggested the Board review the Draft contract Township Attorney Ruppe has drawn up for candidates to review.

Attorney Sara Schwartzhoff with the Township Attorney's office will send the Board some personnel policies and the Board will send interview questions to Clerk Haugh by Thursday, April 7<sup>th</sup>. Clerk Haugh will send out an email to the 12 candidates selected and begin to schedule interviews for the week of April 11<sup>th</sup>.

Scott County Sheriff's department provided an overview of the calls for the past month.

### 5) Board Reorganization

Vice Chairman Lawrence was appointed Chairman by a vote of 5 – 0. Supervisor Nilsen was appointed Vice Chairman by a vote of 5 – 0

The Board reviewed and assigned the list of responsibilities for 2011. The Board determined to keep the Supervisor monthly base at \$575 per month plus \$100 for Board meeting attendance and \$60 per ½ day for any other meetings, the Clerk will be compensated at \$1,920 per month, the Deputy Clerk will be compensated at \$24 per hour and any other outside help will be compensated as determined by the Board, Man and Truck will be \$40 per hour, \$25 for all other labor, Election Judges will be

compensated at \$12 per hour, mileage at IRS guidelines, roll test at \$60 for two hours and \$30 each additional hour. The Board determined that Supervisors will go through the Chair to contact the Township attorney unless it is of a confidential matter. The Board further determined that each Board member will contact the Clerk when they will be out of town for more than a day or two.

Vice Chairman Nilsen made a motion to approve and accept the reorganization item responsibility and compensation list. Supervisor Schommer offered a second, motion passed 5 – 0

#### 6) NATAT Conference in Washington, Sept 6-9

Supervisor Kraft provided an explanation an overview of this conference and explained that there are \$750 in funds available to Board members to help with attendance costs.

#### 7) 4-11-11 Meeting

The Board discussed the Agenda for this meeting and will post it on the Public Notice Board as well as on the Township website.

### 8 Review and Pay Bills

Check	To	Amount	Comments
Paid Chk# 006095	AL ASPENGREN	574.28	March Svc pd in April
Paid Chk# 006096	AL NOVAK	397.33	March Svc Pd in April
Paid Chk# 006097	BRENT LAWRENCE	806.69	March Svc Paid in April
Paid Chk# 006098	BRUCE NILSEN	806.69	March Svc pd in April
Paid Chk# 006099	CATHY HAUGH	1,717.62	March Svc pd in April
Paid Chk# 006100	HOLLY BATTON	1,282.44	March Svc Paid April
Paid Chk# 006101	LEROY SCHOMMER	1,278.44	March Svc pd in April
Paid Chk# 006102	TOM KRAFT	1,115.54	March Svc pd in April
Paid Chk# 006103	ABDO EICK & MEYERS LLP	7,888.00	Audit Payment
Paid Chk# 006104	AL ASPENGREN	10.20	March Exp Reimbursement
Paid Chk# 006105	AL NOVAK	70.38	March Exp Reimbursement
Paid Chk# 006106	ART JOHNSON TRUCKING INC	3,025.00	Winter Rd Mtc
Paid Chk# 006107	BARBARA KAPPERS	204.00	Deputy Clerk Services
Paid Chk# 006108	BOHNSACK & HENNEN EX CAVATIN	2,002.32	Lucerne Culvert Repair
Paid Chk# 006109	BRENT LAWRENCE	187.71	March Exp Reimb
Paid Chk# 006110	BUSINESS FORMS & ACCOUNTING	171.07	1000 Laser Checks
Paid Chk# 006111	CENTERPOINT ENERGY	120.47	Acct#5179787-6
Paid Chk# 006112	CITY OF PRIOR LAKE	107,930.00	First Half Fire Contract
Paid Chk# 006113	CITY OF SAVAGE	700.00	2010 Roadway Mtc for Hampshire
Paid Chk# 006114	COURI MACARTHUR & RUPPE	1,327.50	Legal Services
Paid Chk# 006115	DARALENE C. LEIN	198.00	Election Judge
Paid Chk# 006116	ECM PUBLISHERS INC	809.00	Legal Publishing
Paid Chk# 006117	GALLAGHERS	4,771.66	Winter Rd Mtc
Paid Chk# 006118	GE CAPITAL	149.64	Copier Lease Payment
Paid Chk#	HAKANSON ANDERSON ASSOC	14,461.00	February Engineering

006119	INC		
Paid Chk#			
006120	HOLLY BATTON	56.00	March Exp. Reimbursement
Paid Chk#			
006121	INTEGRA TELECOM	511.50	Phone service
Paid Chk#			
006122	JERALD R MAAS	186.00	Election Judge
Paid Chk#			
006123	LEGENDS	53.44	Room Rental
Paid Chk#			
006124	LEROY SCHOMMER	121.89	March Exp Reimbursement
Paid Chk#			
006125	MAT	150.00	Short Course qty 3
Paid Chk#			
006126	MINNESOTA DEPT OF HEALTH	800.00	Monitoring Well Permits
Paid Chk#	MINNESOTA POLLUTION CONTROL		
006127	AG	1,515.00	CSTS MPCA Permits
Paid Chk#			
006128	MINNESOTA REVENUE MW5	148.74	March State WH
Paid Chk#			
006129	MVEC	648.88	Acct 777628301
Paid Chk#			
006130	PAUL E. NEWMAN	222.00	Election Judge
Paid Chk#			
006131	PRIVATE UNDERGROUND	42.50	March Utility Locate Billing
Paid Chk#			
006132	RENEE SCHOMMER	144.00	CSTS Administration
Paid Chk#			
006133	ROBERT DAHL	96.00	Election Judge
Paid Chk#			
006134	ROVE PEST CONTROL	80.16	Quarterly Bug Spray
Paid Chk#			
006135	SCOTT COUNTY TREASURER	1,022.32	Scott County Election Support
Paid Chk#			
006136	TOM KRAFT	30.60	March Exp Reimb
Paid Chk#			
006137	XCEL ENERGY	13.02	ACCT 51-6509820-6
No Check	EFTPS	1,374.81	941 Taxes
No Check	PERA	277.62	PERA
No Check	Anchor	13.04	Bank Fees
	Total	159,512.50	

## 9 Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn the meeting. Vice Chairman Lawrence offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:24pm.

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Submitted By: (s/) Cathy Haugh  
Township Clerk  
Credit River Township

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Approved By: (s/) Leroy Schommer  
Chairman Board of Supervisors  
Credit River Township